



EPISD Title 4 - Tutor Instructions and Expectations

Step By Step Instructions

- What you will need —

- **Before** you arrive to your first tutoring session

- ***You MUST meet with Mr. Saenz or have attended an orientation prior meeting prior to your first tutoring visit.***
- Make sure you have your district ID are cleared by HR.
- Touch base with your EPISD teacher
 - Set exact day & times for your tutoring visits.
 - Set location and become familiar with the campus you are visiting.
 - ***Important Note:*** Please ask host teacher to locate the nearest kiosk for you to use to swipe in and out.
 - Give yourself extra time for gaining access to each campus.
 - Every campus works a little different.
- Manage your weekly hours.
- No tutor should exceed working 19 Hours a week ***Super important please keep a close eye on this.***
- Fine Arts will provide the following information:
 - *Swiping in and out and hours management procedures.*
 - Provide **function code** to enter for this program.
- Your cooperating teacher will provide the following information.
 - *Tutor Schedule (days/times/location)*
 - *Assigned hours*
 - *Location of Kiosk and Visit*



- **When you arrive** for your tutoring session

Swipe in procedure for all Fine Arts High Impact Tutors

- **Swiping In** -

- Press **F3**
- Swipe your Employee Badge
- Enter your **Function Code**: _____
- Press **ENT**

- Teachers are asked to keep accurate records of all tutoring visits.

- You may be asked to fill out a digital or traditional form with this information.
 - Form will ask the following
 - **Time & Location of Tutoring Session**
 - **Tutor Name**
 - **Student names you are working with**
 - **Topics covered**
 - **Time of End of Session**

- **Swiping out**

- Press **Out** button
- Swipe out using your employee badge
- **No code needed when you swipe out.**

- **After** your tutoring session

- Fill out the **“High Impact Tutor Log”** for our Fine Arts Office - **mandatory after every session**
 - This is a google form designed to document your tutoring sessions
 - Here is the link to this form. Book mark the appropriate link on your phone for quick access.
 - Music Tutors Link: <https://forms.gle/NYAjWVGoQVe9pyzs6>
 - Dance Tutors Link: <https://forms.gle/3dFaWRWA8jtRaoUB7>
 - Theater Tutors Link: <https://forms.gle/b33YyeykzZxrFaSYA>



Kiosk
For swiping in and out.



• **Keep track of your hours by logging on to Teams**

- Stay under your approved Hours as communicated by your teacher.
- **Go to Teams:** (You can only do this when you are on an EPISD Campus)
 - Go to teams - <https://teams.episd.org/common/EntryPointSignOnAction.do>
 - Use your email credentials to log in.
 - Go to **“Employee Service Center”**
 - Enter Log in again
 - Go to **“My Time Cards”**
 - Scroll down and view all of your swipes (visits) by date
 - Check for any errors weekly.

Important reminders

1. **Know the correct pay code.** Some of you may be using other codes for campus tutoring. Don't get them mixed up!!!
2. **Stay in contact with the teacher.** They will let you know specific times to visit the students and get the most out of your tutoring hours.
3. **Stay below 19 hours a week.** Do not let yourself be scheduled for more than 19 hours a week. This includes all tutoring.
4. **After the Fact Forms are due one week after a swipe issue.**
 1. **Forms submitted more than one week past the date of the issue must be handed in person to Ms. Crotte in the Fine arts office on Doniphan Dr.**
 1. **"After the Fact" forms are due the following Monday before noon of the week ending.**
 1. **Fine Arts Address 4864 Doniphan Dr., El Paso, TX 79922**
 2. Forms can be downloaded off of our website -
 1. Link: <https://episdinstrumentalmusic.weebly.com/episd-tutoring-project.html>
5. Please visit our website for more information
 1. <https://episdinstrumentalmusic.weebly.com/episd-tutoring-project.html>
6. **Thank you for doing this.** You are making an impact on the quality of student's fine arts education. You are providing a valuable service that will make a lasting impact on our students!!